



Warehouse Clerk III

Characteristics of Work

This is supervisory work in the handling of stock and the maintenance of records in a warehouse or storage facility. Incumbents in this position are responsible for performing and directing lower level employees involved in receiving, sorting, storing, issuing and shipping various items or materials. Other duties include inspecting the condition of materials, supplies, and equipment when received; maintaining records and compiling information for reports; and arranging shipment of items. Incumbents also unload carrier vehicles and assemble and pack items for shipment. Supervision is exercised over lower level warehouse clerks, laborers, and/or inmates assigned to the facility; supervision is received from a Warehouse Manager or an employee in a higher classification. Incumbents who do not supervise are solely responsible for the upkeep of the storage facility.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Receives, unpacks, sorts, and stores a variety of materials, supplies, and equipment to place these items in the proper location.

Assembles, packs, and arranges stored items to prepare for shipment and distribution.

Purchases designated items and fills requisition requests for supplies to replenish warehouse stock.

Maintains and compiles a record of disbursed materials, supplies, and equipment in accordance with agency policies and procedures.

Reviews invoices, trade tickets, bills of lading, or purchase orders of stock on hand to maintain an account of disbursed or new supplies.

Develops and implements procedures and inventory safeguards of items received, stored, and shipped to prevent loss or damage to stock.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Maintains stock and related records in a warehouse facility.
2. Inputs various data into computer/manual file.
3. Supervises the activities of subordinates.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SME's) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of positions. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop kneel, crouch or bend. The incumbent is frequently required to stand; walk; sit; and reach with hands and arms.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Experience/Educational Requirements:

Education:

Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:

One (1) year of experience related to the above described duties.

Substitution Statement:

Related education and related experience may be substituted on an equal basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.